



**Building Safety Department**  
 2101 O'Neil Avenue, Room 202  
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[www.cheyennecity.org](http://www.cheyennecity.org)



2/19/14

**NEW RESIDENTIAL CONSTRUCTION APPLICATION CHECKLIST**

All applications must be complete and shall include the following:

	<u>Applicant Initials</u>	<u>Office Initials</u>
1. Properly completed Building Permit Application	_____	_____
2. Two (2) sets of site-specific foundation plans, which reference a specific legal description (or address, if available) and which are wet-stamped, dated, and signed by a WY registered professional engineer or architect of record.	_____	_____
3. Two (2) sets of site-specific site/drainage plans, which reference a specific legal description (or address, if available) and which are wet-stamped, dated, and signed by a WY registered professional engineer or professional land surveyor.	_____	_____
All drainage plans shall indicate and include:		
a. The drainage pattern for the site, with drainage arrows.	_____	_____
b. A table indicating areas of pervious / impervious surfaces and their percentage of coverage of the total property area.	_____	_____
c. A statement that site grading and drainage shall conform to the approved grading or drainage plan for the subdivision where the site is located.	_____	_____
4. Two (2) complete sets of building plans. If plans have a copyright, one set must be "red-stamped", or include a letter with an original signature, allowing duplication.	_____	_____
5. Energy Code (IECC) calculations prepared with RESCheck or equivalent software. (beginning March 1, 2014)	_____	_____
(Computer software is available for the required energy calculations. REScheck is acceptable software and may be downloaded free of charge at <a href="http://www.energycodes.gov">www.energycodes.gov</a> )	_____	_____
6. Temporary Power Pole, \$30.00 (optional)	_____	_____
7. Quick Start, \$50.00 (optional)	_____	_____
8. Residential Community Facility Fee, \$400.00	_____	_____
9. Payment of fees is required at the time of submittal.	_____	_____

The permitting process normally takes approximately 10 business days from receipt of completed application. Applications and fee schedules are available on our website, [cheyennecity.org](http://cheyennecity.org).